

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET

SACRAMENTO 95814

(916) 445-0184



MAY 18, 1979

78-7957

TO: All Teachers, Administrators and Teacher Educators
FROM: Peter L. LoPresti, Executive Secretary *[Signature]*
RE: Beginning Teacher Evaluation Study - Mini-Grant Guidelines

The Commission for Teacher Preparation and Licensing with funding provided by the National Institute of Education, is anxious to provide individuals, groups of individuals or educational agencies with an opportunity to utilize the findings of the Beginning Teacher Evaluation Study. Therefore, the Commission invites interested parties to compete for funding based upon their plans for utilizing these findings in an effort to improve classroom instructional practices. Collaborative efforts among teachers, other school personnel, teacher educators and others are strongly encouraged whenever possible.

The purpose of these grants is to encourage practitioners to identify and integrate instructional approaches utilizing the Beginning Teacher Evaluation Study research findings, and to work cooperatively with other grantees.

The grants program will function during the 1979-80 school year. The deadline for grant applications is July 15, 1979, and the grantees will be selected during the month of August with the grants program to start in September and run through June of 1980.

Guidelines for these grants are enclosed. Interested individuals are encouraged to apply. Technical assistance preparing requests for funds will be provided by staff as needed.

If you have any questions, please contact Mrs. Marjorie Brodt (916) 322-3458, who is the person on our staff responsible for this activity.

BEGINNING TEACHER EVALUATION STUDY
MINI GRANT GUIDELINES
1979

This program is mainly focused upon practicing classroom teachers but involving other staff of the local educational agency, teacher educators and other relevant personnel is strongly recommended. Where direct collaborative working relationships are not evident offerors must provide evidence that the school/s in which the effort is to be undertaken has the support of that school's administrator/s or other responsible authority/ies.

WHAT IS A MINI GRANT?

A mini grant is an agreement from the C.T.P.L. to reimburse an individual, a group of individuals, local educational agency, institution of higher education, or any combination of these for expenses incurred for purpose of improving classroom practices through use of B.T.E.S. findings.

HOW MUCH WILL A MINI GRANT BE?

An award may be in any amount up to \$5,000.00. It may provide for full or partial expenses of the total effort. Each award is to be a cash reimbursement award for approved specified activities and expenditures.

WHAT IS A MINI GRANT FOR?

Mini grants are intended:

(1) to help teachers, educational agencies or others wishing to implement new practices based on B.T.E.S. findings and/or;

(2) to establish a network of people interested in and knowledgeable about the B.T.E.S. findings.

WHAT COSTS CAN BE REIMBURSED?

Mini grants are to reimburse for costs due to the above mentioned implementation or dissemination activities.

BEGINNING TEACHER EVALUATION STUDY-MINI GRANTS

They may include such expenses as consultant services, special instructional materials, travel to other grantee programs, substitutes for teacher to attend special related activities or any other costs having prior approval by the C.T.P.L.

WHAT CANNOT BE
REIMBURSED?

Grant funds cannot be used to defray ongoing costs such as overhead, regular salaries and tuition.

PREREQUISITES TO
APPLY.

Individual applicants must be paid staff members at either a local educational agency or institution of higher education who have an interest in the application of the B.T.E.S. findings.

Applicants must indicate the ways in which they intent to implement practices based on B.T.E.S. findings and provide evidence that these practices are not inconsistent with local educational agency policies and practices and that any necessary approval has been obtained.

HOW MUCH MONEY IS
AVAILABLE?

\$75,000.00. Grant amounts could range anywhere from \$500.00 to \$5,000.00.

HOW MANY GRANTS
WILL BE AWARDED?

As many as the money will permit. There could be as many as 100 or as few as 15.

HOW LONG IS THE
AWARD PERIOD?

Funds will be available as of September 1, 1979, and may be used through July 30, 1980.

WHEN ARE GRANT
REQUESTS DUE?

Requests for grants must be received by the C.T.P.L. by no later than July 15, 1979.

BEGINNING TEACHER EVALUATION STUDY-MINI GRANTS

-3-

HOW WILL GRANT
WINNERS BE SELECTED?

C.T.P.L. staff will review the proposals submitted. The Research Utilization Board will assist in this review.

CRITERIA FOR SELECTING
GRANTEES

Extent of:

- (1) direct relevance to the improvement of classroom instruction;
- (2) exhibited knowledge of general B.T.E.S. findings and possible applications for practice;
- (3) proposed instructional practices based upon B.T.E.S. findings;
- (4) appropriateness and feasibility of activities planned to use findings;
- (5) adequacy and appropriateness of assessment plans;
Is the plan of work systematic?
How will it be documented and reviewed?
- (6) evidence of direct collaboration among several parties relevant to improved instructional practices or evidence that these relevant parties understand and are supportive of the proposed activities;
- (7) reasonableness of the design for sharing findings, (e.g. faculty meetings, newsletters, etc.);
- (8) willingness to attend two all day regional network meetings.

HOW DOES ONE APPLY?

By writing a three to five page proposal. The proposal should include:

- (1) a concise statement of what it is you want to do and why you want to do it;

- (2) the relationship of the above statement to B.T.E.S. findings;
- (3) description of setting in which you intend to carry out your activities i.e. Title I school, grade, number of children, self contained, cooperative, etc.;
- (4) a list of the major activities to be undertaken and timelines for these activities;
- (5) names and roles of people participating in activities and their responsibilities;
- (6) budget showing how you will use the money for each of these activities;
- (7) a statement of how you will assess the results of your activities and report these results to C.T.P.L. and others;
- (8) name and address of person, local educational agency or institution of higher education, to whom reimbursements are to be made.

In addition, the following information should be included if relevant to your proposed effort.

- (9) Budget showing local resources to be utilized (local monetary or in-kind support).

SUMMARY OF STEPS
IN GRANT PROCESS

- (1) Receipt of Guidelines from C.T.P.L.
- (2) C.T.P.L. technical assistance (if needed) either by telephone, letter, or in person.
- (3) Preparation of proposal (see above proposal requirements).
- (4) Review of proposals.

- (5) Awards made.
- (6) Implementation of program.
- (7) Submission of invoices for payment (quarterly)
- (8) Payment of expenses by C.T.P.L.
- (9) Preparation and submission of final report to C.T.P.L.

WHERE TO SEND
APPLICATION?

Marjorie Brodt
Commission for Teacher
Preparation and Licensing
1020 "O" Street
Sacramento, CA 95814
(916) 322-3458

WHEN TO APPLY?

Any time after May 1, 1979, but
no later than July 15, 1979.

COVER SHEET
(Suggested Format)

Title of Grant _____

Total Grant Period: From _____ To _____

Grantee/s

Institution/s, District/s
Official Transmitting Application:

Name

Name

Department/School Telephone

Title

Address

Institution/District

Name

Street Number

Department/School

City, State, Zip Code

Address

Telephone

Institution/District

Street, Number

TOTAL FUNDS REQUESTED

City, State, Zip Code

Telephone/s

APPLICANT CERTIFICATIONS

If an award is made as a result of this application, the undersigned agree to accept responsibility for implementing grant activities, attending network meetings of grantees, providing the C.T.P.L. with an opportunity to monitor activities and for preparing reports (including the evaluation of activities).

Date

Grantee/s

Date

Grantee/s

Institutional approvals when required.

Date

SUGGESTED GRANT BUDGET SUMMARY FORM

Grantee/s _____ Project Period
From: _____ To: _____

Local Educational Agency or Institution of Higher Education:

Address _____

COSTS

1. Personal Compensation		
2. Substitute Pay - Two Network Meetings* 2 days @	local	
Substitute Pay - Other	rate	
3. Consultants (others)		
4. Travel - Two network meetings*	\$200.00	
Travel - Other		
5. Supplies and Materials		
6. Telephone		
7. Services		
Duplicating		
Data Processing		
Other		
(specify)		
8. Other Direct Costs		
(specify)		

TOTAL COSTS FOR GRANT		

*All budgets to include these items